

Toronto

Touch-down Office Space

- ☐ Touch-down office spaces are available at East York Civic Centre, Etobicoke Civic Centre, North York Civic Centre, Scarborough Civic Centre and 2700 Eglinton Avenue West.
- ☐ Touch-down spaces are for shared, infrequent use by Councillors or their staff.
- ☐ Each space is equipped with a telephone line (no voice mail) and a computer which is connected to the City's network for internet access.
- ☐ Councillors and their staff must remove personal files or belongings at the end of each work day.
- ☐ Identification signs on touch-down space must be temporary and must be removed at the end of each work day.
- ☐ City staff do not track or log how often each Councillor uses touch-down space.